

CHAPTER 2

MAINTENANCE PLAN

2-1. Purpose. The Maintenance Plan formally describes the methods an activity uses to perform its maintenance on personal property. The maintenance plan may be written so as to provide flexibility at district level, and still ensure conformance with the objectives of ER 750-1-1.

2-2. Applicability. A maintenance plan and sub-plans should be written in enough detail to give recently assigned personnel a firm grasp of how maintenance is to be accomplished in the activity.

- a. Maintenance plans within USACE may differ with organizational structures and missions. Even so, the basic maintenance plan structure should be uniform throughout USACE.
- b. A maintenance plan must be thorough and concise to be of any practical value.
- c. Maintenance personnel at all levels must be familiar with the plan and the plan must be followed by all personnel.
- d. All activities that perform maintenance are required to have a Maintenance Plan in accordance with ER 750-1-1.

2-3. General Information. As a minimum, the following areas of the Maintenance Plan should be addressed in detail:

- a. Maintenance related duties and responsibilities for key activity personnel.
- b. Procedures to be followed by personnel during scheduled operator level Preventive Maintenance Checks and Services (PMCS) periods.
- c. Procedures to be followed by all personnel that have a role in activity level PMCS. (These are scheduled services).
- d. Procedures used to check out (dispatch) personal property in the activity.
- e. Procedures required to obtain a government equipment operator's license.

- f. Tool accountability and control procedures.
- g. Quality control procedures for maintenance actions and dispatching personal property.
- h. Calibrations of test, measurement, and diagnostic equipment (TMDE) and tools.
- I. Requirements of the Oil Analysis Program (OAP).
- j. Environmental considerations that include proper procedures for handling and disposing of hazardous chemicals.
- k. Safety precautions and guidance associated with equipment maintenance.
- l. Publications.
- m. Repair Parts and shop security procedures and policy .
- n. Sub-plans, when needed for activity operational elements, will be included in an appendix to the activity's maintenance plan.
- o. A Consolidated Equipment List, or a reference to where this information can be found will be included in an appendix to the activity's the maintenance plan.`